

Reviewing a Summary Subcontract (SSR) for a Commercial Subcontracting Plan

DoD Office of Small Business Programs

April 2010

Item	Section	Description	Comment
A	Type of Plan:	Contractor selects Commercial Plan as the type of subcontracting plan which requires him to submit this SSR.	NAR*
B	DUNS #:	Contractor inputs DUNS #, which auto fills contractor physical and mailing addresses.	NAR
C	Date Submitted:	Contractor selects date from calendar.	NAR
D	Contact Information:	System automatically populates based on registration information.	NAR
E	Reporting Period:	Contractor inputs the reporting period (text field) and selects the year from a drop-down menu.	Contractor should use the Government's Fiscal Year (Oct – Sep) for this text field. If not, REJECT SSR and provide explanation so that contractor knows what to do.
F	Report Submitted As:	Contractor selects "Prime Contractor", "Subcontractor", or "Both".	A contractor must have at least 1 prime contract to receive a Commercial Subcontracting Plan approved by a Contracting Official. As a result, a <u>subcontractor cannot submit an SSR for a Commercial Subcontracting Plan</u> . However, eSRS allows a contractor to select "Commercial Plan" and "Subcontractor" when submitting the SSR. When a subcontractor submits an SSR for a Commercial Subcontracting Plan: REJECT SSR and provide an explanation so the contractor knows what to do. Often the contractor inadvertently selects "Commercial Plan" when he should have selected "Individual Plan".
G	Contractor's Major Products or Service Lines:	This is a text field. The contractor must provide at least one major product or service and the associated NAICS Code.	Note: Construction and related maintenance repair type work are not acceptable for Commercial Subcontract Plans. (NAICS for construction includes Sector 23xxxx). If contractor indicates construction and related maintenance repair or NAICS 23xxxx: REJECT SSR and provide explanation so that contractor knows what to do. Most likely, contractor inadvertently selected "Commercial Plan" when he should have selected "Individual Plan".

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H	Cumulative Fiscal Year Subcontract Awards:	Contractor inputs whole dollars. System calculates %s based on total \$ entered in Line Item 1c and validates that the \$s for any of the socioeconomic categories cannot be greater than the \$s for small business in Line Item 1(a).	<p>\$ represent the total amount of subcontract awards spent for the items under the approved Commercial Subcontracting Plan.</p> <p>These totals represent subcontracting for both federal government and non-federal government business, rather than solely to federal government contracts.</p> <p>If total represent subcontracting \$ spent exclusively on government contracts: REJECT SSR and provide explanation so that contractor knows what to do.</p>
I	Specify Agencies to Which You are Submitting this Report and Percentages of Dollars Attributable to each:	The % entered here represents the % of subcontracting attributable to each federal government agency.	<p>Cannot have 100% for:</p> <ul style="list-style-type: none"> Federal government as a whole; Any single government agency; or Any combination thereof. <p>If so: REJECT SSR and provide explanation so that contractor knows what to do.</p> <p>Note: Any percent between 50% and 99% is suspect. One would think that the portion of subcontracting \$ for the federal government should be quite small in comparison to the overall subcontracting \$ (on the entire product line or service) and even smaller to a specific federal agency. However, this is just a good guideline to follow and not set in stone. Contract and verify with the contractor.</p>
J	Approver:	Contractor clicks on the agency responsible for accepting and rejecting this report.	<p>As the Contracting Officer who approved the Commercial Subcontracting Plan, you should send an email to other agencies listed with % attributable and advise them to inform you by a particular date if they find any reason for you to reject the report; otherwise you will move forward and approve or reject the report.</p> <p>If you are not the approver of the Commercial Subcontracting Plan: REJECT SSR and provide explanation so that contractor knows what to do.</p> <p>Note: DCMA does not approve Commercial Subcontracting Plans.</p> <p>Note: In order to “see” the submitted SSR, the approver of the plan must be registered in eSRS at the level in the DoD hierarchy to which the contractor submitted his SSR.</p>

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K	Remarks:	If contractor entered zero in any small business category or failed to meet the \$ or % goals in the Commercial Subcontracting Plan, he should use this section to explain reason and provide his future plan of action or comments which would be helpful to the person reviewing the report.	If no comment provided for each category where contractor entered zero \$ or not meeting goal: REJECT SSR and provide explanation so that contractor knows what to do.
L	Contractor's Official Who Administers Subcontracting Program:	Contractor provides name, title and phone number of company official.	NAR
M	Certification:	This is a testament that the data being submitted on the report is accurate and that the dollars and percentages reported do not include lower tier subcontracts, except as set forth for ANC and Indian Tribes.	If contractor does not certify: REJECT SSR and provide explanation so that contractor knows what to do.
N	Chief Executive Officer (CEO):	This is the full name and title of the CEO or the most Senior Executive for the company submitting this report. No delegation of authority is accepted.	NAR, unless you have information indicating otherwise.
		Contractor selects date from pull-down calendar.	
O	CEO Approval:	This is a self-certification that the individual whom is listed as the CEO on the report will sign a paper print-out of the report and keep it on file.	If CEO does not certify: REJECT SSR and provide explanation so that contractor knows what to do.
P	Email address of Government Employee(s) and/or Other Person(s) to be Notified That You Have Submitted this Report:	Contractor provides email address of Government employee(s) and/or other person(s) to be notified about the submitted ISR. By listing an email address, a notification will be sent to listed parties advising them that an ISR was submitted in eSRS.	This is not a mandatory field and does not mean that those notified have the responsibility to review the report. Reports should not be rejected because a contracting official's e-mail address is not included in the report.
Q	Other Issues:	Contractor shall submit Year-End Report within 90 days of submitting the year-end SSR.	If not, notify with contractor to submit required report.